

Fire Company Management 2009



FIRE COMPANY MANAGEMENT - COMMUNICATIONS/MEETINGS (6 HOURS) TC

PURPOSE: This course is designed to provide fire service personnel with communications skills and guidelines for conducting meetings.

CONTENT: Communication skills and guidelines for conducting meetings are the topics discussed in this program. Many different forms of written communication and messages are used to keep the members and the public aware of essential information. The communication skills presented will enable an individual to properly choose the correct format for the audience and message to be conveyed.

Conducting a fire company meeting or other event can be a challenge. The meetings portion of this program will provide useful tips on how to conduct a meeting as well as cover the basics of "Robert's Rules of Order" and their use.

AUDIENCE: Any elected or appointed fire line or administrative officer.

CLASS LIMIT: 40 students

FIRE COMPANY MANAGEMENT - THE SAFETY OFFICER
(6 HOURS) TC

PURPOSE: This course is designed to provide fire service personnel with basic management skills to serve as a Fire Safety Officer.

CONTENT: Identifying a Safety Officer: Standards; Regulations; Policies; Duties of Safety Officer and Documentation Scenarios are covered in this course.

AUDIENCE: Any elected or appointed fire line or administrative officer is encouraged to attend.

PREREQUISITES: Crew Leader

CLASS LIMIT: 40 students

NATIONAL FIRE ACADEMY:
MANAGEMENT SERIES
(12 HOURS PER COURSE) TC

The Delaware State Fire School, in cooperation with the National Fire Academy, is pleased to announce our new "Management Series". This series of three (3) courses are offered to assist Delaware Fire Companies Officers and members with leadership and management issues in today's ever changing and dynamic fire service environment. These courses are designed to provide students with the basic managerial skills and tools needed to perform effectively as a leader, both administrative and operational, in the Delaware fire service. Students make take individual classes/course offerings and not complete the series.